

**BACHELOR'S DEGREE (C.B.C.S) EXAMINATION, NOVEMBER 2024****2022 ADMISSIONS REGULAR****SEMESTER V - OPEN COURSE****EN5D01AB18 - English for Careers****Time : 3 Hours****Maximum Marks : 80****Part A****I. Answer any Ten questions. Each question carries 2 marks****(10x2=20)**

1. What are the different forms of communication?
2. Discuss the concept of case based group discussion.
3. Enlist the documents you should include in the interview file.
4. What is a syllable?
5. Explain the following foreign expressions: A la mode, Ad infinitum, Bona fide, Carte Blanche.
6. Write down the definition of a polysyllabic word with one example
7. Explain Signposting.
8. Write a note on the need for physical objects or models during a presentation.
9. Assess the three major barriers to an effective presentation.
10. Illustrate the function of a perceiver in a team.
11. Comment on the importance of time management.
12. Explain the role of the harmonizer.

**Part B****II. Answer any Six questions. Each question carries 5 marks****(6x5=30)**

13. Mention certain interventionist strategies in a Group Discussion.
14. Discuss the leadership skills that are useful in a group discussion.
15. Explain the rules for the pronunciation of words ending in 's', and 'es'.
16. You are making an appointment with a dentist. Write a conversation that you have with the receptionist at the dentist's clinic over the telephone
17. Voice quality and eye contact are important factors in a presentation. Justify.
18. Validate the significance of effective communication in an organisation.
19. The nature of the audience determines the content and form of the presentation. Discuss.
20. Explain Public Relations.
21. Prepare the rules of etiquette related to business meetings.

**Part C****III. Answer any Two questions. Each question carries 15 marks****(2x15=30)**

22. What should you do to ensure a successful group discussion?
23. Write a note on syllables
24. Explain the different parts of a presentation and the points to be remembered while organising one.
25. Comment on the significance of interpersonal skills at the workplace.